

CALIFORNIA DEPARTMENT OF AGING
Division of Home and Community Living
Older Adult Programs Branch
Planning, Monitoring, and Data Bureau
2880 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833
www.aging.ca.gov
TEL 916-419-7500
FAX 916-928-2267
TTY1-800-735-2929



PROGRAM MEMO

TO: Area Agencies on Aging

NO: 22-17

DATE ISSUED: October 21, 2022

EXPIRES: Until Superseded or Rescinded

PROGRAMS AFFECTED: American Rescue Plan (ARP), Consolidated Appropriation Act (CAA), Coronavirus Aid, Relief and Economic Security Act (CARES), Families First Coronavirus Response Act (FFCRA), and Expanding Access to COVID-19 Vaccines (VACCINE)

SUPERSEDES: N/A

SUBJECT: Guidance for reporting program data of services provided with federal supplemental relief funds in Federal Fiscal Year (FFY) 2022

Background

This Program Memo (PM) provides information on required program data reporting related to supplemental pandemic relief funding for FFY 2022. This program data will be aggregated and included on California's annual State Performance Report (SPR) as required by the federal Administration for Community Living (ACL).

The Administration for Community Living, which provides federal oversight of Older Americans Act (OAA) and supplemental pandemic relief funding, issued each federal supplemental relief fund grant under separate state awards and required that program data and expenditures related to the supplemental funding also be reported separately from regular OAA and Area Plan funded activities.

Data Reporting Form and Deadline

- The required program data should be reported using the SPR Supplemental Relief Form 2022 (PM 22-17 Attachment A). The attachment can be downloaded here, https://aging.ca.gov/Program_Memos/.
- Applicable to all services funded by any supplemental relief funds noted in this PM during FFY 2022 (October 1, 2021, through September 30, 2022).
- The following data elements must be reported by each **service category** provided and by **funding source**:
 - Estimated Unduplicated Number of Persons Served
 - Number of Service Units
 - Total Expenditures

- No program data funded by regular OAA Area Plan funds should be included on this form, and instead should have already been reported in CARS as normal.
- A form for each Planning and Service Area (PSA) is due to CDA by **November 18, 2022**.
- Submit forms by email to DataTeam.Reports@aging.ca.gov.

Inquiries

For additional questions regarding program reporting requirements or use of the supplemental relief form, email: DataTeam.Reports@aging.ca.gov.

/Nakia Thierry/

Nakia Thierry, Branch Chief
California Department of Aging

/Jamie Pope/

Jamie Pope, Bureau Chief
California Department of Aging